



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 14, 2011

HSS 11 031

EARLY INTERVENTION SPEECH LANGUAGE PATHOLOGY SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 10, 2011
12:00 PM

ADDENDUM # 2 – Questions and Answers

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Bruce Krug
PROCUREMENT ADMINISTRATOR

William Ingram
Division of Public Health

Speech Language Pathology Services -- RFP HSS 11 031
Questions and Answers

1. QUESTION: What's the scope of the opportunity relative to referrals/children per unit of time (per week/month/year)?
ANSWER: The scope of the opportunity will vary depending on the number of referrals. We are seeking a full-time SLP to perform assessments, evaluations and consultation services Monday through Friday from 8:00 am to 4:30 pm.
2. QUESTION: How many providers will be selected?
ANSWER: We will select one provider to perform all needed services.
3. QUESTION: How many providers (not just awards) do you anticipate needing?
ANSWER: We need one provider.
4. QUESTION: What is the annual budgeted spent for the services?
ANSWER: We are seeking proposals; therefore, we are seeking proposals from bidders and expecting that the bidders tell us what they can provide the services for.
5. QUESTION: What is the annual estimated SLP usage in hours?
ANSWER: We are seeking a full-time SLP to perform assessments, evaluations and consultation. The hours will be 8:00 a.m. – 4:30 p.m. Monday through Friday. The contract period will be July 1, 2011 through June 30, 2012.
6. QUESTION: Will the Delaware Division of Public Health be providing the tests, equipment, and materials necessary to provide services?
ANSWER: Yes, the Delaware Division of Public Health will be providing the tests, equipment and materials necessary to provide services; however, transportation and all transportation costs are the responsibility of the contractor.
7. QUESTION: Who are the current providers for Speech Language Pathology services?
ANSWER: Columbus Medical Services
 - a. Please provide the current # of FTEs by provider. – One FTE
 - b. What is the number of visits completed in 2009 by discipline/by zip code? There were 350 SLP visits completed in 2010 for all zip codes in Kent and Sussex Counties in Delaware. 2009 information is unavailable at this time.
8. QUESTION: Have your current providers been able to meet all of your current SLP needs?
ANSWER: Yes, the current provider has been able to meet all of our current SLP needs.
 - a. Do your current providers need to re-bid or are they currently in an extension year? -- The current provider is currently in an extension year; however, they will be required to bid for this RFP.
9. QUESTION: On what date do you anticipate making this award?
ANSWER: The date is currently April 1, 2011
10. QUESTION: Are there any existing practice patterns or clinical protocols utilized to develop the IFSP?
ANSWER: Yes, there are existing practice patterns and clinical protocols utilized to develop the IFSP.
 - a. Understanding the unique and individual needs of each child and family and that the visit length is constructed to meet those needs and dictated on the IFSP, do you find the "typical" visit length to be 30 minutes, 45 minutes, 1 hour or longer?

Answer: The average speech evaluation takes approximately 1.5 hours. The SLP teams with the Child Development Specialist to perform their assessments together; therefore, the SLP assessment takes a little longer.

11. QUESTION: What differences are to be included between the two (2) original CDs and the six (6) copies? In other words, what is to make the original CDs different from the copies aside from labeling?
ANSWER: How they are labeled is the only difference in the CDs.
12. QUESTION: What is the size of the Child Development Watch program? Number of current open cases. Number of children served per year. Are these numbers meeting the requirements by the State or do you anticipate a growth in referrals to meet those goals?
ANSWER: The number of current open cases is 416. Our current target caseload is 503. We received 744 referrals in 2010. We do not have a required number of cases by the State and we do not anticipate a growth in referrals. The numbers of referrals vary depending on need.
13. QUESTION: How many new referrals are received per month? How many assessments/evaluations are conducted?
ANSWER: An average of 62 referrals is received by CDW per month. Approximately 35 – 40 speech evaluations are conducted per month.
14. QUESTION: Is there any waiting list for clients to start receiving services?
ANSWER: There is not a waiting list for clients to start receiving CDW services.
15. QUESTION: Can you be more specific about the amount of services (sessions/hours per day/week/month) that you expect the vendors to be offering?
ANSWER: We are seeking SLP services Monday through Friday from 8:00 am to 4:30 pm to perform assessments, evaluations and consultation. Actual speech therapy services are not provided through this position.
16. QUESTION: On average how many sessions are authorized per child per month?
ANSWER: Actual speech therapy services are not provided through this position. The actual speech therapy services are provided through independent agencies that contract with the Division of Public Health.
17. QUESTION: Can we use CF to provide Speech services under the supervision of a licensed SLP?
ANSWER: A licensed SLP will be the only authorized service provider for this contract.
18. QUESTION: What is the percentage of Hispanic population in your program whose services will be provided to? Would it be beneficial to have a bilingual therapist?
ANSWER: Approximately 11% of our current clients are Hispanic.
It would be beneficial for this service provider to be bilingual; however, it is not required.
19. QUESTION: Can you describe the process of how children are referred/assigned to vendors? Or is the RFP looking for a full time provider who is available to provide services Monday through Friday from 8:00 am to 4:30 pm only?
ANSWER: Referrals are received from various sources such as doctors, families and other clinic sites throughout Kent and Sussex Counties. We are seeking a full time SLP to provide services Monday through Friday from 8:00 am to 4:30 pm.
20. QUESTION: How many providers/agencies are currently contracted by the CDW program?

ANSWER: Only one provider is currently contracted for SLP services pertaining to this contract position. However, multiple agencies contract with CDW to provide the actual therapies.

21.QUESTION: Can you provide the range of hourly rates that agencies/contractors have charged in the past?

ANSWER: We are seeking proposals; therefore, we are expecting that the bidders tell us what hourly rate they can provide the services for.

22.QUESTION: Can we bill for evaluations and IFSP meetings/reviews?

ANSWER: All services will be billed on an hourly basis.

23.QUESTION: Would you be looking to add other services such as PT, OT or Special Education?

ANSWER: We are not adding services to this particular contract.

24.QUESTION: Can services only be provided from 8:00 am to 4:30 pm Monday through Friday?

ANSWER: CDW's operating hours are Monday through Friday from 8:00 am to 4:30 pm and these are the service hours.

25.QUESTION: When services are provided at a family's home – do they follow the same CDW hours?

ANSWER: Every attempt is made to see families between the hours of 8:00 am and 4:30 pm Monday through Friday; however, there may be rare occasions when other arrangements may need to be made.

26.QUESTION: Is it required to have the Delaware Business License at the time of submitting the RFP or is it just needed prior to the initiation of the project (contract awarded)?

ANSWER: The Delaware Business License is not required at the time of RFP submission. It is required at the time of contract signature

27.QUESTION: Do we have to have an office in Delaware before entering into a contract?

ANSWER: A Delaware Business License is required; however, it is not required that a contractor have an office in Delaware.

28.QUESTION: What type of services will be expected to be performed?

ANSWER: This position will not perform direct speech therapy services. This position will provide evaluations, assessment and consultation services.

29.QUESTION: What is the amount of mileage submitted for billing purposes?

ANSWER: This position is paid on an hourly basis and we expect mileage and all other transportation costs to be included in the hourly fee. Mileage in addition to the hourly fee billed will not be accepted.

30.QUESTION: Are appointments and site visits made at the convenience of the family or the clinician?

ANSWER: Every attempt is made to schedule at the convenience of the family Monday through Friday between the hours of 8:00 am and 4:30 pm. There may be rare occasions when the service provider may have to deviate from the normal business hours at the convenience of the family. Child Development Watch is considered a very family friendly agency and many provisions are made to make our services available to our clients and their families.

31.QUESTION: Is it possible to have 2 service providers for this position?

ANSWER: We are seeking one provider for this position.

32.QUESTION: Are there any other languages besides English and Spanish that clients may speak?

ANSWER: We have a small Haitian speaking population.

33. QUESTION: Does this position interact with other intervention teams?
ANSWER: The SLP participates in teaming activities with other multi-disciplinary team members such as a developmental pediatrician, developmental nurses, Child Development Specialists, Family Service Coordinators and a Licensed Clinical Social Worker.
34. QUESTION: Does this position case manage.
ANSWER: This position does not case manage.
35. QUESTION: Are there preferred test tools?
ANSWER: We use the PLS-IV, the Bayley-III and the Vineland.
36. QUESTION: Are the hours guaranteed even if there are no clients to see?
ANSWER: Yes, this position stays very busy with report writing and consultation needs even during days there are no clinics scheduled.
37. QUESTION: Is report writing billable?
ANSWER: Yes report writing as well as all services will be billable through the hourly rate.
38. QUESTION: Are no shows billable?
ANSWER: No shows are not billable; however, the current contractor uses that time with report writing and consultations and is still able to bill for that missed appointment time.
39. QUESTION: Will another position open up for actual speech therapy services?
ANSWER: At this time we rely on independent outside agencies to provide the actual speech therapies.
40. QUESTION: Is a sign language provider welcomed?
ANSWER: A sign language provider would be welcomed, but is not necessary as we have a state-wide coordinator for the hearing impaired.
41. QUESTION: Can you tell more about the amount of travel required? Mileage per week?
ANSWER: The amount of travel and mileage per week varies a great deal and there are many contributing factors. It is very difficult to give an amount of time required or even an average number of miles per week. We emphasize that Kent and Sussex County, especially, are very rural areas. There can be up to one hour of travel time and as many as 45 miles one way to appointment sites from Child Development Watch.
42. QUESTION: Is the same rate billable regardless of what services are being provided?
ANSWER: Yes all services are billable at the same hourly rate.
43. QUESTION: What are the reporting requirements? Is there a time limit?
ANSWER: There are report writing requirements following evaluations and assessments. We have very specific time lines that are mandated by federal guidelines. We allow five working days from time of evaluation to complete the required reporting.
44. QUESTION: How do you expect to keep a full-time SLP busy with an average of 35 – 40 evaluations per month?
ANSWER: Between the scheduled evaluations, assessments, consultations, report writing, home visits, travel time to and from appointments, teaming meetings and various other meetings and trainings our current SLP stays very busy. We will add that there may be distances up to one hour travel time each way to and from appointment sites.